

**PUBLIC NOTICE**

**COMMONWEALTH OF MASSACHUSETTS  
WOBURN RETIREMENT BOARD**

**REQUEST FOR PROPOSALS TO PROVIDE LEGAL SERVICES**

The Woburn Retirement Board (hereinafter, “the Board”) is seeking an attorney or law firm with experience representing Massachusetts public retirement boards in all matters pertaining to the Massachusetts public employee retirement law, General Laws Chapter 32 and 840 Code of Massachusetts Regulations, as well as ancillary areas of law pertinent to public agencies, including the Massachusetts Public Records Law, the State Ethics Law, and the Massachusetts Open Meeting Law. This request for proposals is subject to and will be conducted in compliance with General Laws Chapter 32, § 23B.

The Board oversees the Woburn Contributory Retirement System (hereinafter, “the System”), a Massachusetts governmental unit which administers the public pensions of over 1,000 active and retired employees and their beneficiaries of the City of Woburn and the Woburn Housing Authority. The Board manages approximately \$150 million in System assets and employs a staff of 3, in offices located at City Hall, 10 Common Street, Woburn, Massachusetts.

To be considered for selection, the attorney or law firm should possess knowledge and proficiency with General Laws Chapter 32 and 840 Code of Massachusetts Regulations, and with laws generally pertaining to public agencies and public employment. Attorneys should have experience with appeals filed with the Contributory Retirement Appeal Board and in all Massachusetts Courts.

Attorneys and law firms must submit a proposal to be considered. A copy of the RFP may be obtained from Maureen T. Marcucci, Retirement Administrator, Woburn Retirement System, at City Hall, 10 Common Street, Woburn, Massachusetts 01801, [mmarcucci@cityofwoburn.com](mailto:mmarcucci@cityofwoburn.com).

The Request for Proposals will be available until the submission deadline of December 18, 2018, at 4:00 p.m. (E.S.T.).

November 30, 2018